

Looking for a Federal Information Job?

Applying for a Federal job can be a challenging task as application requirements vary among agencies. The Human Resources Working Group has provided these helpful hints to guide you. [Note: Most entry level federal information professional jobs begin at grade GS-9 with the Masters in Library Science or equivalent.]

\$ Searching for a job with USAJOBS:

- When conducting a search on USAJOBS, try different search strategies. For example, there are several ways to find librarian vacancy announcements. You can search by:
 - 1) Keyword
 - 2) Location (state or region)
 - 3) Agency
 - 4) Job category
 - 5) Job series (e.g., 1410 = Librarian; 1412 = Technical Information Specialist; 1411 = Library Technician)

\$ Searching for a job on a federal agency's Web site:

- Since many Federal agencies allow and/or require you to apply for positions online, save time by searching the target agencies' Web pages first.

Are you interested in a library related position at the Library of Congress?

See www.loc.gov/hr/employment/jobposts.html

Are you interested in a library related position at the United States Army?

See <http://cpol.army.mil/index.html>.

\$Determine what type of application is needed to apply for the position:

- If the agency requires an Optional Application for Federal Application (OF-612), submit a complete application well within the closing date! Ensure that your application reflects the most recent information.

If the agency you are applying to requires completion of an online application, complete the online application and save a copy for your records.

\$Determine what documents are required to apply for the position:

- Make sure you complete all required documents. Examples of additional required documents are: Performance Evaluation, Declaration for Federal Employment (OF-306), and Notification of Personnel Action (SF-50), etc.

\$ Review the eligibility requirements:

- Are there educational requirements and have you met them?
- Is the position limited to applicants within a specific Federal Agency?
- Is the position limited to applicants with Federal service?
- Does the position require the completion of a medical exam?
- Does the position require initial or periodic drug testing?
- Are applicants required to successfully complete a security clearance?